

EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffrey Denton Olds Low 6/21/00
 NAME DEPARTMENT DATE OF WARNING

- | | | |
|---|---|---|
| 1. () UNREPORTED ABSENCE | 6. () FAILURE TO OBEY ORDERS | 11. () VIOLATION OF SAFETY RULES |
| 2. () TARDINESS | 7. () FIGHTING ON COMPANY PREMISES | 12. () DEFECTIVE & IMPROPER WORK |
| 3. () DRINKING ON DUTY | 8. <input checked="" type="checkbox"/> LEAVING WITHOUT PERMISSION | 13. () CARELESSNESS |
| 4. () REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. () HOUSEKEEPING | 14. () DESTRUCTION OF COMPANY PROPERTY |
| 5. () INSUBORDINATION | 10. <input checked="" type="checkbox"/> IMPROPER CONDUCT | |

REMARKS

He told Mike ~~aposs~~ he was going to get a sandwich at 3:50 or Mike told him he doesn't have time for that. He took customers car went to get a sandwich and did not return until 4:12 & we had 3 more customers waiting on him

[Signature]
 Signature of Supervisor

[Signature]
 Signature of Employee

I have read this report -----

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date